

RMS

Sanitized - Approved For Release :
CIA-RDP70-00211R000200170061-3

REPORTS - 1
(JULY-DEC 1958)

Chief, Management Staff

20 October 1958

Chief, Records Management Staff

Weekly Report for Week Ending 5 October 1958

1. Contributions

a. Tangible

- (1) The Records Center received 153 cu. ft. of inactive records from eight offices; 38,841 cu. ft. of records are now in the Center.
- (2) Completed five new and five revised forms. This includes the design of a form for the [REDACTED]/DB/F which will replace two forms used for the same purpose.

25X1A8

b. Intangible

- (1) Completed two articles on records management activities for the Agency Support Bulletin.
- (2) Developed with the Area Records Officer for the Office of Logistics a new method for storage and indexing of certain forms required by the Passenger Movement Branch. No monetary savings will be realized but filing and finding of records will be simplified.

2. Assignments - Active

a. Forms

- (1) Five new and 14 revised forms in process.
- (2) Printing Services Division Survey. Completed the last form involved in this survey and sent it to DB/F for coordination.
- (3) Reduction in [REDACTED] requirements for forms.
- (4) Revision of Travel Order. Revised Travel Order sent [REDACTED] for DB/I coordination.
- (5) Revision of Chain Envelope and Courier Receipt.
- (6) Teletype Dissemination Information Reports and Systems.

25X1C4a

25X1A9a

Sanitized - Approved For Release :
CIA-RDP70-00211R000200170061-3

(1) Office of Personnel. Initial shipment of shelving received.

(2) OCR/IR. ✓

(3) Map Library Division/OCR,

(4) Acquisitions Branch Library/OCR.

c. Filing Systems

(1) Passenger Movement System/OL. See 1b(2).

(2) Office of Personnel Subject-Numeric Files. Began transfer of records and training of personnel in new system for Mobilization Staff. Returned old records and installed system in 1960.

25X1A8a

(4) Office of Logistics/Stock Management.

(5) Security Staff/Log Building. Presented floor plan for Security Staff at Langley. Operating procedures in process.

4. Audit and Revision of Records Control Schedules

(1) Medical Office. Review of records maintained by Support Branch in process.

(2) OCR. Review of records at Records Center resulted in authorization to destroy approximately 600 cu. ft.

c. Vital Records

25X1X8

(1) Additional information cards will probably be removed from the Repository as a result of a current review of these records being conducted jointly with OCR.

3. Assignments - Inactive

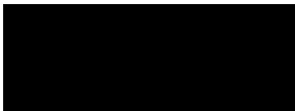
a. OSI Subject-Numeric File Installations.

b. Logistics Security Staff Card Index.

c. Machine Records Division File Survey.

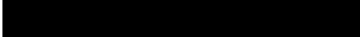
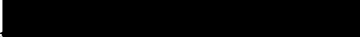
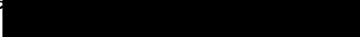
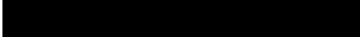
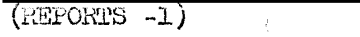
- a. Reviewed a special piece of filing equipment used by Western Electric Company at their local office which expedites reference to purchase order type files.
- b. Two members of this Staff attended the all day Incentive Awards Workshop sponsored by the Civil Service Commission.
- c. Seven members of this Staff attended the O & A lunch meeting.
- d. Sixteen persons from five Headquarters offices visited the Records Center.

25X1A9a

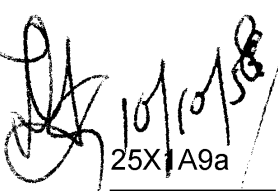


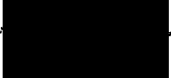
Distribution:

Orig - Addressee

- 1 - Mr. 
- 1 - Mr. 
- 1 - Mr. 
- 1 - Miss 
- 1 - Mr. 
- 1 - Mr. 
- 1 - RMS (REPORTS -1)

25X1A9a


25X1A9a

Mgt/S/RMS/  jn(10 Oct 1958)